



Position Description

*Inspiring brave hearts and curious minds
in an academically excellent Montessori environment.*

POSITION	Middle School Coordinator
YEAR LEVEL	Year 7, 8 and 9
APPOINTMENT	1.0 FTE permanent, commencing Monday 22nd July 2024
REPORTING	All staff are responsible to the Principal
WORKING RELATIONSHIP	The successful applicant will participate in a mentoring program which includes instructional coaching
ENTERPRISE AGREEMENT	As per Award classification held, and the Southern Montessori School Enterprise
PROBATION	Subject to satisfactory 6-month probationary period

THE MONTESSORI PHILOSOPHY

Southern Montessori School is an independent, non-denominational ELC to Year 9 school. We believe education should focus on preparing our young people to flourish both now and in their future, by equipping them with the skills, knowledge, attitudes and values they need to lead fulfilling and meaningful lives.

At Southern Montessori School, we provide rigorous academic learning environments and structured freedom which helps to foster self-discipline, independence, resilience and initiative. We surround our adolescents with passionate and committed teachers modeling lifelong learning, compassion and good citizenship.

POSITION OVERVIEW

Working as part of the School Leadership Team, the Middle School Coordinator contributes to the strategic direction of Southern Montessori to ensure its continued success. Working closely with leadership and staff, the Middle School Coordinator will provide leadership and vision for the delivery of education of the highest standard and will be committed to the ongoing development and wellbeing of the Middle School students, teachers, and staff.

The Middle School Coordinator is responsible for the holistic development of each student and for the implementation of School's Vision, Mission, Philosophy, Purpose and Values in the daily operation of the School. The Middle School Coordinator will work collaboratively with the Principal and Assistant Principal to develop consistent practices and policies.

The Middle School Coordinator will have a reduced teaching load in order to carry out administration duties as detailed below.

RESPONSIBILITIES OF THE MIDDLE SCHOOL COORDINATOR

LEADERSHIP AND MANAGEMENT

- Oversee the effective and efficient operation of the Middle School, ensuring students experience a highly engaging learning environment
- Actively develop and support the co-curricular program
- Promote the one school ethos through exceptional transition programs and whole School activities
- Oversee effective and efficient administration procedures and practices, timetables, daily schedules, the annual calendar and Middle School events
- Ensure relevant school policies are fully understood and implemented to provide a safe environment for Middle School students and staff
- Manage annual budgets for the Middle School within the school's budgeting processes
- Oversee the maintenance of the Middle School grounds, buildings, classrooms, and facilities to ensure the highest standards of presentation
- Oversee WHS matters that arise in the Middle School.
- Support the professional growth and development of each member of the Middle School teaching team
- Plan and deliver a fortnightly staff meeting for Middle School staff
- Commit to enhancing personal and professional development by attending workshops, conferences, first aid courses and relevant in-service training as required by the school. Montessori professional development will be a priority
- Maintain confidentiality of all information related to the students, their parents, and staff
- Be an active and enthusiastic participant in the life of the school.

PREPARED ENVIRONMENT

- Establish and maintain an enriching and challenging environment based on Montessori principles that supports the development of student agency, independence, self-regulation and resilience
- Ensure a safe and supportive environment that actively promotes the wellbeing of all students.

TEACHING AND LEARNING

- Oversee the planning, implementation and evaluation of a high-quality challenging, inspiring and engaging Montessori program that simultaneously addresses all areas of learning as required by State and Commonwealth curriculum guidelines and is consistent with broader school policies
- Create a flexible, responsive environment that provides authentic learning opportunities, and an interdisciplinary approach that bring the curriculum to life
- Hold high expectations of each student and communicate this by only accepting work and behaviour that is commensurate with each student's personal best
- Lead colleagues to ensure consistency of care and learning
- Possess a range of subject area expertise, including well-developed and flexible pedagogical content knowledge. Expertise in one or more of the following subject areas would be highly regarded: Mathematics, The Arts, Technology
- Oversee the development of well-structured and carefully sequenced lessons within differentiated learning programs which meet the needs of all students
- Ensure accurate and timely records of student progress and achievement are made in accordance with school policy.

RELATIONSHIPS AND WELLBEING

- Demonstrate a sound understanding of adolescent development and the needs of adolescents
- Build mutually respectful relationships including supporting students to work collaboratively with each other, the staff and the wider community
- Implement humanistic intervention strategies so as to guide and direct behaviour to assist students to become self-managing, responsible and caring members of the school and wider community
- Establish and maintain positive relationships with families ensuring their inclusion as integral members of the School community
- Lead the wellbeing program in the Middle School in line with The Flourishing Montessori Learner Model
- Build and maintain the trust and respect of students, staff, and parents and ensure conflict resolution processes are followed to provide positive outcomes.

COMMUNICATION

- Ensure information is readily available and provided in a timely manner for staff, students, parents, and the broader community
- Liaise with the Marketing Coordinator to promote the Middle School among families and the wider community contributing, as appropriate, articles for the newsletter and other publications.

HEALTH AND SAFETY

- Comply with the school's WHS policies and procedures and safety regulations
- Take reasonable care to protect own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through any action or omission or through neglect or misconduct at work
- Address any emergency or hazard and report actions taken to the Principal or Business Manager and, any other reasonable duties as requested by the Principal.

KEY SELECTION CRITERIA

- Demonstrated commitment and capacity to actively contribute to and lead improvement initiatives, and manage major curriculum or student activities
- Demonstrated commitment to ongoing professional learning for self and others, enabling ongoing development of skills, expertise and teaching capacity
- Demonstrate outstanding pedagogical skills and the capacity to support colleagues to continually improve teaching and learning
- Demonstrated high level ability to monitor and evaluate student learning data at the individual, cohort and whole school level and to use this data to inform teaching for improved student learning and wellbeing
- Demonstrated high level written and verbal communication skills and high-level interpersonal skills, including a capacity to develop constructive relationships with students, parents and other staff and contribute to the leadership and management of the School
- Demonstrated ability to manage an annual budget
- Demonstrated enthusiasm for an innovative approach to teaching and learning that inspires students to become future leaders and problem solvers able to contribute to a more sustainable and peaceful world.



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ESSENTIAL QUALIFICATIONS

- South Australian Teacher's Registration
- Working with Children Check
- Mandatory Notification Training
- First Aid qualification
- Protective Practices Training
- Montessori experience is considered favourably

APPLICATION PROCESS

To apply for this position, please submit the following:

- Cover Letter
- Current Resume
- Names and Contact details of three referees

Applications should be emailed to the Principal;

Ms Heather McInerney

Principal

Email: admin@southernmontessori.sa.edu.au.

Applications close: 4:00pm Friday 26th April.